



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

CHIEF, MEDICAL SERVICE CORPS
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

MCCS-CM

11 Jan 05

MEMORANDUM FOR Active Duty Medical Service Corps Silver Caduceus Societies

SUBJECT: Medical Service Corps Planning Committee Grants and Donations to Silver Caduceus Societies


1. BACKGROUND. Silver Caduceus Societies (SCS) are private associations established for Medical Service Corps (MS) officers to further their personal and professional development and keep abreast of advancements in technical, administrative and scientific arenas. The SCS provides an environment for mentoring and networking with MS officers.
2. APPLICABILITY. This program applies to SCS established at active duty service installations, camps and stations; formally chartered and recognized by the Office of the Chief of the Medical Service Corps.
3. POLICY and PROCEDURES.
 - a. Instruction 5500.7-R (Joint Ethics Regulation), Department of the Army Private Organization Reference Guide (dated January 1995) and Army Regulation 210-1
 - b. Dollar limit. Contributions to an individual SCS will not exceed \$200 during a fiscal year.
 - c. Types of events supported. Requests for funding will be directed to a specific event. Participation in the event must be open to all members of the requesting SCS. These events may be social in nature or a philanthropic venture embarked upon by the SCS to benefit the community.
 - d. Request procedures. All requests must be submitted in the attached format. Requests must arrive in the Office of the Chief of the Medical Service Corps NLT 45 days from the scheduled event.
 - e. Approval procedures. Each request for funding will be independently evaluated based upon the availability of funds in the Medical Service Corps Planning Committee account. Determination of funding will be made by the Office of the Chief of the Medical Service Corps. Approval criteria will include: the ability of the event to further the goals of the SCS, the ability of the event to further the goals of the MS, or the value of the event to the community.
 - f. Reporting requirements.

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1) SCS's who are granted funding will provide to the Office of the Chief of the Medical Service Corps a written account of how the funds were used to support the event. The document must be forwarded NLT two weeks from the completion of the event.

2) The Office of the Chief of the Medical Service Corps will maintain a formal record of all requests received, decisions rendered, disbursements and after action reports from the supported SCS. A list of all supported SCS and supported events will be published in the Annual Report.

4. Proponent for this program is the Office of the Chief of the Medical Service Corps at commercial (210) 221- 8531/8622, DSN 471- 8531/8622 or FAX -8360.


SHEILA R. BAXTER
Brigadier General, US Army
Chief, Medical Service Corps